

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

**Thursday, June 18, 2015  
5:30 p.m.  
Detroit Lakes Public Library  
1000 Washington Ave, Detroit Lakes, MN**

**NOTE:** If you're unable to attend this meeting, please phone the toll-free number of LARL's Regional Office at 1-800-247-0449, ext. 127, or locally at (218) 233-3757, ext 127.

The LARL van will leave from the south side of the Moorhead Library at 3:15 p.m. If you would like a ride to Detroit Lakes, please contact Liz.

**AGENDA**

5:30    **1. CALL TO ORDER – President Bursik**  
         **PUBLIC INPUT**  
         **APPROVAL OF AGENDA**

5:35    **2. MINUTES OF THE MAY 21, 2015 FULL BOARD MEETING**  
         Enclosed (page 3)

***Recommended Motion: Move to approve the May 21, 2015 Full Board Meeting Minutes as presented.***

5:40    **3. Mary Haney, Detroit Lakes Hub Supervisor/Library Director**

5:50    **4. FINANCIAL REPORT - Sprynczynatyk**  
         Enclosed (page 7)

6:00    **5. REPORT OF THE FINANCE COMMITTEE – Ingersoll**

- a. Application for State FY2016 Regional Library Basic System Support (RLBSS)  
Application available for review at meeting.

***Recommended Motion: Move to approve the application for State FY2016 Regional Library Basic System Support (RLBSS) Funds as reviewed and recommended by the Finance Committee.***

(over)

- b. 2016 Preliminary Budget (Draft #3)  
Enclosed (page 11)

***Recommended Motion: Move to approve the 2016 Preliminary Budget Draft #3 - as reviewed and recommended by the Finance Committee.***

**6:20 6. DIRECTOR'S REPORT - Lynch**

- a. Director's Report  
Enclosed (page 13)
- b. Strategic Plan Update  
Enclosed (page 15)

**6:35 7. BOARD MEMBER REPORTS:**

**Becker County** – Paul Bursik, Ben Grimsley  
**Breckenridge** – Evie Fox  
**Clay County/Barnesville/Hawley** – Wayne Ingersoll  
**Clearwater County/Bagley** – John Nelson/Arlen Syverson  
**Crookston** – Clayton Briggs  
**Detroit Lakes** – Marlys Douglas  
**Mahnomen** – Sue Schoenborn  
**Mahnomen County** – David Geray  
**Moorhead** – Mari Dailey, Lauri Winterfeldt, open  
**Norman County/Ada** – Lee Ann Hall  
**Polk County/Climax/Fertile/Fosston/McIntosh** – Craig Bunes  
**Wilkin County** – Bob Perry  
**MN Library Association/Library Trustees & Advocates Section** – Paul Bursik  
**Northern Lights Library Network** – Wayne Ingersoll

**6:55 8. PRESIDENT'S REPORT – President Bursik**

**7:05 9. OTHER**

**7:15 10. ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

- a. List of Bills – May 2015 (digital -page 18; print – not in packet, available for review at meeting)

**UPCOMING MEETINGS/EVENTS**

**2015 Youth Summer Reading Program - June/July/August**

**Independence Day: Saturday, July 4, 2015: All LARL Branches, LINK Sites and the R.O. Closed**

**July: Executive Committee Meeting Cancelled**

**August 20: Executive Committee Meeting at the Moorhead Library at 5:30 p.m.**

*The Mission of LARL is to enrich lives and strengthen communities.*

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING  
MINUTES**

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, May 21, 2015 at the Moorhead Public Library. President Bursik called the meeting to order at 5:30 pm.

**Board Members Present:** Briggs, Bunes, Bursik (*President*), Dailey, Douglas, Fox, Grimsley, Hall, Ingersoll, Perry.

**Board Members Absent:** Geray, Lake, Nelson, Schoenborn, Winterfeldt

**Others Present:** Lynch, Sprynczynatyk, Arlen Syverson – Clearwater County (alternate for John Nelson).

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

**MINUTES OF THE MARCH 19, 2015 FULL BOARD MEETING**

*(Perry/Grimsley) Move to approve the March 19, 2015 Full Board Meeting Minutes as presented. MCU.*

**FINANCIAL REPORT**

Sprynczynatyk reported that with 33.33% of 2015 complete, LARL has spent 32.87% of budgeted expenses. Joint Automation revenue is at 92.77% of budget due to receiving \$25,000 from Northern Lights Library Network for LARL/Northwest Regional Library's upcoming change in Automation System. All expense categories are closely following or under budget at this time.

Sprynczynatyk discussed that the Crookston Branch would like to spend their \$660 distribution from their Endowment fund on a new iPad and accessories for the children's area.

*(Grimsley/Briggs) Move to reinvest the full annual distributions from the F-M Area Foundation for the Ada, Hawley, and Moorhead Branches into the sub funds from which they were earned, and spend the full annual distribution from the F-M Area Foundation for the Crookston Branch distribution. MCU.*

Sprynczynatyk discussed the second draft of the 2015 Preliminary Budget. The Executive/Finance Committees suggested increasing the overall signatory increase request in the first draft from 1% to 2% in the second draft. The Committees also suggested increasing the Materials Budget, which was increased by 2%. There are 2 large unknown items in the budget which LARL won't know until August; Health Insurance which is budgeted at an 8% increase and State Basic Support which is currently budgeted to decrease \$11,380. LARL's Union negotiations will also take place later this year.

(over)

**Minutes of the May 21, 2015 Full Board Meeting – Page 2.**

**DIRECTOR'S REPORT**

Lynch reported that the Moorhead Public Library was recently awarded a \$20,000 Bremer Foundation grant that can be increased to \$30,000 if \$10,000 in additional matching funds can be obtained from other sources. The grant will be used to update the public meeting rooms at the library. More Bremer Grants will be applied for in the future.

The Regional Library System Basic Support (RLBSS) formula change that several systems were fighting for did not go through. The Education Bill and the Legacy Bill were not finalized during the Legislative session; they will be finalized when the Governor calls a special session. At this time it appears Libraries will receive \$2.2 million rather than the current \$3 million of Legacy funds.

Bev Lake, City of Moorhead has resigned from the LARL Board.

Lynch discussed an issue in Polk County with an individual who harasses staff. LARL's Attorney worked with the Polk County sheriff to obtain a trespass notice. The trespass notices have been issued for McIntosh and Fosston. The individual is now using the Crookston and Bagley Libraries, so far there have been no issues at those locations, but if issues arise the Polk County Sheriff is ready to work with LARL.

**BOARD MEMBER REPORTS:**

**Becker County** (Bursik, Grimsley).

Grimsley passed around a picture of the statue being made for the library, of which LARL contributed some Legacy funds.

**Breckenridge** (Fox).

No report.

**Clay County** (Ingersoll).

No report.

**Clearwater County** (Nelson-absent/Arlen Syverson).

The Bagley library is busy.

**Crookston** (Briggs).

No report.

**Detroit Lakes** (Douglas).

The Detroit Lakes Public Library sculpture will be completed in August. Lorna Landvik attracted a large crowd in March as part of a Legacy Program. On July 10, Lorraine Snelling will be speaking at the library. Mark Vinz has been conducting a writing workshop. Tony Nasello presented an entertaining and informative program about Italy and cooking, which was very well received.

(continued on next page)

**Minutes of the May 21, 2015 Full Board Meeting – Page 3.**

**BOARD MEMBER REPORTS – continued:**

**City of Mahanomen** (Schoenborn-absent).

No report.

**Mahanomen County** (Geray-absent).

No report.

**Moorhead** (Dailey, Lake-absent, Winterfeldt-absent).

Lynch reported that Youth Build refinished all the tables in Moorhead.

**Norman County/Ada** (Hall).

No report.

**Polk County** (Buness).

All 4 libraries in Polk County are operating well. Fertile has maintained a good relationship with the local Amish Community.

**Wilkin County** (Perry).

No report.

**MN Library Association/Library Trustee and Advocates Section** (Bursik)

Bursik discussed a brochure about the MN Library Association/Library Trustee and Advocate Section that was in the board packets.

**Northern Lights Library Network** (Ingersoll).

No report.

**PRESIDENT'S REPORT**

Bursik thanked the Board for their attendance and participation in the meeting.

The meeting adjourned at 6:11 p.m.

**Lake Agassiz Regional Library  
2015 Board Meeting Attendance Schedule**

An "X" indicates the board member (or alternate) attended the meeting

	January	March	May	June	September	November
<b>Becker County</b>						
Bursik	X	X	X			
Grimsley	X	X	X			
<b>Breckenridge</b>						
Fox	X	X	X			
<b>Clay County</b>						
Ingersoll	X	X	X			
<b>Clearwater County</b>						
Nelson	X		X			
<b>Crookston</b>						
Briggs		X	X			
<b>Detroit Lakes</b>						
Douglas			X			
<b>Mahnomen</b>						
Schoenborn		X				
<b>Mahnomen County</b>						
Geray	X	X				
<b>Moorhead</b>						
Dailey		X	X			
Lake	X	X				
Winterfeldt	X	X				
<b>Norman County</b>						
Hall	X	X	X			
<b>Polk County</b>						
Buness		X	X			
<b>Wilkin County</b>						
Perry	X	X	X			

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Five Months Ending May 31, 2015

41.67%

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenues</b>					
<b>Signatory Funding</b>					
Becker County	\$ 0.00	\$ 175,552.50	\$ 351,105.00	175,552.50	50.00
Detroit Lakes	0.00	107,147.50	214,295.00	107,147.50	50.00
Clay County	0.00	134,517.50	269,035.00	134,517.50	50.00
Moorhead	0.00	354,080.00	708,160.00	354,080.00	50.00
Clearwater County	0.00	46,672.50	93,345.00	46,672.50	50.00
Mahnomen County	0.00	19,727.50	39,455.00	19,727.50	50.00
Mahnomen	0.00	9,335.00	18,670.00	9,335.00	50.00
Norman County	0.00	45,067.50	90,135.00	45,067.50	50.00
Polk County	0.00	123,025.00	246,050.00	123,025.00	50.00
Crookston	0.00	106,380.00	212,760.00	106,380.00	50.00
Wilkin County	0.00	25,377.50	50,755.00	25,377.50	50.00
Breckenridge	0.00	42,590.00	85,180.00	42,590.00	50.00
<b>Total Signatory Funding</b>	<b>0.00</b>	<b>1,189,472.50</b>	<b>2,378,945.00</b>	<b>1,189,472.50</b>	<b>50.00</b>
<b>Grants</b>					
Basic Support - MN (RLBSS)	0.00	196,552.06	491,380.00	294,827.94	40.00
Reg Library Telecom Aid (RLTA)	0.00	25,974.35	103,000.00	77,025.65	25.22
<b>Total Grants</b>	<b>0.00</b>	<b>222,526.41</b>	<b>594,380.00</b>	<b>371,853.59</b>	<b>37.44</b>
<b>Miscellaneous Revenue</b>					
Service Charge Revenue	1,298.00	5,371.73	20,000.00	14,628.27	26.86
Printing Revenue	2,056.38	8,599.31	17,000.00	8,400.69	50.58
Fax Revenue	684.57	3,055.80	6,500.00	3,444.20	47.01
Microfilm Revenue	2.53	10.57	100.00	89.43	10.57
Photocopy Revenue	744.95	3,217.40	7,000.00	3,782.60	45.96
Book/Furniture Sale Revenue	1,257.70	5,250.99	0.00	(5,250.99)	0.00
Interest Income	126.09	8,522.58	20,000.00	11,477.42	42.61
Dividends/Capital Credit Inc.	65.21	65.21	0.00	(65.21)	0.00
Invest Earn - Change in Value	(2,647.79)	(21,888.84)	0.00	21,888.84	0.00
Lost/Damaged Property	228.00	1,485.40	6,600.00	5,114.60	22.51
Other Income	18.46	148.96	0.00	(148.96)	0.00
<b>Total Miscellaneous Revenue</b>	<b>3,834.10</b>	<b>13,839.11</b>	<b>77,200.00</b>	<b>63,360.89</b>	<b>17.93</b>
<b>Joint Automation Revenue</b>					
Northwest Reg. Lib. Contrib.	0.30	30,600.30	61,200.00	30,599.70	50.00
Northern Lights Libr. Network	0.00	25,000.00	0.00	(25,000.00)	0.00
MNLink Server Site-Payments	293.94	1,469.70	0.00	(1,469.70)	0.00
<b>Total Joint Automation Revenue</b>	<b>294.24</b>	<b>57,070.00</b>	<b>61,200.00</b>	<b>4,130.00</b>	<b>93.25</b>
<b>Fund Balance/Shortfall</b>	<b>0.00</b>	<b>0.00</b>	<b>68,396.00</b>	<b>68,396.00</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>4,128.34</b>	<b>1,482,908.02</b>	<b>3,180,121.00</b>	<b>1,697,212.98</b>	<b>46.63</b>
<b>General Fund Expenditures</b>					
<b>Personnel Expenses</b>					
Salaries - Employees FT/PT	125,709.21	627,272.19	1,559,240.00	931,967.81	40.23
Salaries - Substitutes	2,967.86	13,961.27	35,000.00	21,038.73	39.89
Payroll Taxes - Employer	9,730.10	48,460.88	121,960.00	73,499.12	39.74
Retirement - PERA - Employer	9,522.16	47,681.38	116,840.00	69,158.62	40.81
Health Insurance	18,821.43	98,593.64	273,790.00	175,196.36	36.01
Life Insurance - Employer Paid	175.77	817.91	2,010.00	1,192.09	40.69
Workers Compensation Insurance	342.79	1,713.95	4,070.00	2,356.05	42.11
Other Employee Benefits	125.00	625.00	1,500.00	875.00	41.67
<b>Total Personnel</b>	<b>167,394.32</b>	<b>839,126.22</b>	<b>2,114,410.00</b>	<b>1,275,283.78</b>	<b>39.69</b>
<b>Automation/Cataloging</b>					
Automation	16,504.71	79,881.64	194,506.00	114,624.36	41.07
OCLC/Minitex	834.38	4,449.90	12,000.00	7,550.10	37.08
Supplies - Computer	84.38	3,297.33	4,500.00	1,202.67	73.27
Supplies - Technical Services	1,938.92	4,026.61	8,000.00	3,973.39	50.33
<b>Total Automation/Cataloging</b>	<b>19,362.39</b>	<b>91,655.48</b>	<b>219,006.00</b>	<b>127,350.52</b>	<b>41.85</b>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Five Months Ending May 31, 2015

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Library Programming</b>					
Programming - Youth	105.07	1,370.86	3,400.00	2,029.14	40.32
Programming - Summer Reading	374.97	3,745.61	8,000.00	4,254.39	46.82
Programming - Adult	0.00	10.34	3,000.00	2,989.66	0.34
<b>Total Library Programming</b>	<b>480.04</b>	<b>5,126.81</b>	<b>14,400.00</b>	<b>9,273.19</b>	<b>35.60</b>
<b>Staff Development</b>					
Staff Training & Development	653.95	3,101.22	19,000.00	15,898.78	16.32
<b>Total Staff Development</b>	<b>653.95</b>	<b>3,101.22</b>	<b>19,000.00</b>	<b>15,898.78</b>	<b>16.32</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	1,023.79	8,247.42	21,500.00	13,252.58	38.36
Regional Board Meetings	748.74	2,571.93	7,750.00	5,178.07	33.19
<b>Total Mileage/Board Meeting Expenses</b>	<b>1,772.53</b>	<b>10,819.35</b>	<b>29,250.00</b>	<b>18,430.65</b>	<b>36.99</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	385.81	9,842.86	12,250.00	2,407.14	80.35
Attorney Fees	0.00	100.00	5,000.00	4,900.00	2.00
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	6,759.62	29,318.90	73,280.00	43,961.10	40.01
Director's Discretionary	0.00	2,500.00	2,500.00	0.00	100.00
Insurance - General/Property	1,425.59	6,786.01	15,875.00	9,088.99	42.75
Lease - Regional Office Rent	1,666.66	8,333.33	20,000.00	11,666.67	41.67
Leases - Equipment	606.86	3,444.64	8,950.00	5,505.36	38.49
Maintenance Contracts	1,624.05	5,168.17	13,200.00	8,031.83	39.15
Mailing - Click2Mail	200.88	906.42	4,000.00	3,093.58	22.66
Materials Recovery/Collections	205.85	698.10	3,200.00	2,501.90	21.82
Memberships	85.00	315.00	1,200.00	885.00	26.25
Minnesota Director's Fund	0.00	0.00	2,750.00	2,750.00	0.00
Miscellaneous Expense	184.04	186.53	3,000.00	2,813.47	6.22
PIO: Printing/Advertising	80.00	2,969.67	16,400.00	13,430.33	18.11
Postage	75.05	714.78	4,250.00	3,535.22	16.82
Recruitment	18.00	1,530.98	9,000.00	7,469.02	17.01
Repairs - Equipment	29.20	1,685.63	2,500.00	814.37	67.43
Supplies - Copier/Fax/Microfilm	152.40	152.40	2,000.00	1,847.60	7.62
Supplies - Office	1,691.43	4,842.49	10,000.00	5,157.51	48.42
Supplies - Public Services	1,403.52	2,403.87	6,000.00	3,596.13	40.06
Telephone/Telecom	973.43	4,865.01	18,000.00	13,134.99	27.03
<b>Total Other Operating Expenses</b>	<b>17,567.39</b>	<b>86,764.79</b>	<b>235,355.00</b>	<b>148,590.21</b>	<b>36.87</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>0.00</b>	<b>25,974.35</b>	<b>103,000.00</b>	<b>77,025.65</b>	<b>25.22</b>
<b>Transportation</b>					
Van Expenses	453.91	1,173.89	5,650.00	4,476.11	20.78
<b>Total Transportation</b>	<b>453.91</b>	<b>1,173.89</b>	<b>5,650.00</b>	<b>4,476.11</b>	<b>20.78</b>
<b>Materials</b>					
Adult	11,200.98	93,899.80	185,950.00	92,050.20	50.50
Digital Collection - e-Books	3,607.18	14,675.55	31,000.00	16,324.45	47.34
Digital Collection - e-Audio	901.81	2,375.66	9,000.00	6,624.34	26.40
Express Collection	563.47	2,486.85	10,000.00	7,513.15	24.87
Juvenile	4,251.27	39,080.14	76,250.00	37,169.86	51.25
Music	130.32	773.53	3,500.00	2,726.47	22.10
Online Databases	2,105.86	12,551.80	30,000.00	17,448.20	41.84
Periodicals	1,433.65	18,429.18	24,100.00	5,670.82	76.47
Reference	158.34	1,343.00	3,500.00	2,157.00	38.37
<b>Total Materials</b>	<b>24,352.88</b>	<b>185,615.51</b>	<b>373,300.00</b>	<b>187,684.49</b>	<b>49.72</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0.00	389.46	10,500.00	10,110.54	3.71
Software & Hardware Upgrades	(1,314.52)	20,913.53	40,000.00	19,086.47	52.28
<b>Total Capital Expenditures</b>	<b>(1,314.52)</b>	<b>21,302.99</b>	<b>50,500.00</b>	<b>29,197.01</b>	<b>42.18</b>
<b>Capital Fund Accounts</b>					
Automation System -Shared NWRL	1,104.16	5,520.81	13,250.00	7,729.19	41.67
Van Replacement	250.00	1,250.00	3,000.00	1,750.00	41.67
<b>Total Capital Fund Accounts</b>	<b>1,354.16</b>	<b>6,770.81</b>	<b>16,250.00</b>	<b>9,479.19</b>	<b>41.67</b>
<b>Total General Fund Expenditures</b>	<b>232,077.05</b>	<b>1,277,431.42</b>	<b>3,180,121.00</b>	<b>1,902,689.58</b>	<b>40.17</b>
General Fund Revenue Over Expenditures	\$ (227,948.71)	\$ 205,476.60	\$ 0.00	(205,476.60)	0.00



Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Five Months Ending May 31, 2015

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ (1,496.93)	\$ 7,099.45	\$ 0.00	(7,099.45)	0.00
Endowment Revenue	660.00	660.00	0.00	(660.00)	0.00
Telecom/E-rate Funds	(73.86)	9,915.92	0.00	(9,915.92)	0.00
Legacy Grant Revenue	2,274.18	62,177.26	0.00	(62,177.26)	0.00
<b>Total Special Projects Revenue</b>	<b>1,363.39</b>	<b>79,852.63</b>	<b>0.00</b>	<b>(79,852.63)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials	74.56	3,531.22	0.00	(3,531.22)	0.00
Donations - Miscellaneous	120.66	974.45	0.00	(974.45)	0.00
Legacy Grant Expense	2,274.18	62,177.25	0.00	(62,177.25)	0.00
Telecom/E-rate Expenses	(73.86)	9,915.92	0.00	(9,915.92)	0.00
LSTA Grant Expenses	373.69	587.14	0.00	(587.14)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Miscellaneous</b>	<b>2,769.23</b>	<b>77,185.98</b>	<b>0.00</b>	<b>(77,185.98)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equipm	947.00	4,809.24	0.00	(4,809.24)	0.00
Projects from Designated Funds: Desig Funds - Joint Automation	2,900.00	32,971.47	0.00	(32,971.47)	0.00
<b>Total Special Projects Capital</b>	<b>3,847.00</b>	<b>37,780.71</b>	<b>0.00</b>	<b>(37,780.71)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>6,616.23</b>	<b>114,966.69</b>	<b>0.00</b>	<b>(114,966.69)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ (5,252.84)	\$ (35,114.06)	\$ 0.00	35,114.06	0.00
GRAND TOTAL REVENUE	5,491.73	1,562,760.65	3,180,121.00	1,617,360.35	49.14
GRAND TOTAL EXPENDITURES	238,693.28	1,392,398.11	3,180,121.00	1,787,722.89	43.78
CHANGE IN FUND BALANCE	\$ (233,201.55)	\$ 170,362.54	\$ 0.00	(170,362.54)	0.00

**Lake Agassiz Regional Library**  
**Statement of Financial Position**  
**May 31, 2015**

**10**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
<b>ASSETS</b>			
Cash - Checking (State Bank) \$	8,677.42	5,758.90	2,918.52
Cash - Payroll (State Bank)	853.27	501.42	351.85
Cash - PayPal	12.30	71.50	(59.20)
Cash - Savings (State Bank)	769,993.55	639,797.94	130,195.61
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,103,460.78	1,106,108.27	(2,647.49)
Accounts Receivable	4,667.50	364,387.22	(359,719.72)
Other Miscellaneous Receivable	1,485.00	905.80	579.20
Prepaid Expenses	112,595.23	125,590.48	(12,995.25)
Deposit Account - OCLC	2,526.39	3,351.07	(824.68)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(1,913.77)	(1,913.77)	0.00
Equipment and Fixtures	388,199.21	388,199.21	0.00
Accum Depr - Equip & Fixtures	(365,581.18)	(365,581.18)	0.00
Equipment & Fixtures - Donated	210,043.91	210,043.91	0.00
Accum Depr - Donated Equip	(209,165.47)	(209,165.47)	0.00
Endowment Funds	59,539.11	59,539.11	0.00
Amount Provided - LTD	6,818.92	6,818.92	0.00
Total Assets \$	<u>2,105,038.10</u>	<u>2,347,239.26</u>	<u>(242,201.16)</u>
<b>LIABILITIES</b>			
Accounts Payable \$	22,158.83	33,946.59	(11,787.76)
Accrued Salaries Payable	69,911.29	69,911.29	0.00
Accrued Sick Leave Payable	6,818.92	6,818.92	0.00
Accrued Vacation Payable	30,960.78	30,960.78	0.00
Payroll Tax Payable - ND	633.00	309.00	324.00
Dental Insurance Payable	52.74	13.75	38.99
Vision Insurance Payable	11.62	(4.85)	16.47
AFLAC Payable	290.71	290.71	0.00
Flexible Spending - Medical	(894.32)	(1,424.36)	530.04
Flexible Spending - Dep Care	2,083.30	1,666.64	416.66
Sales Tax Payable	439.33	191.93	247.40
Deferred Revenue	379,431.46	379,571.03	(139.57)
Total Liabilities	<u>511,897.66</u>	<u>522,251.43</u>	<u>(10,353.77)</u>
<b>FUND BALANCES</b>			
Fund Balance - Unreserved	72,519.35	72,519.35	0.00
Fund Bal. - Operating Reserve	986,000.00	986,000.00	0.00
Fund Bal. - Employee Severance	15,500.00	15,500.00	0.00
Fund Bal. - Unemployment Comp.	38,000.00	38,000.00	0.00
Fund Bal. - Van Replacement	10,250.00	10,000.00	250.00
Fund Bal. - Technology Upgrade	10,000.00	10,000.00	0.00
Fund Bal. - Furn. & Equipment	5,000.00	5,000.00	0.00
Fund Bal. - Special Projects	9,000.00	9,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	1,000.00	1,000.00	0.00
Fund Bal. - Library Materials	5,000.00	5,000.00	0.00
Fund Bal. - Consultant Study	5,000.00	5,000.00	0.00
Fund Bal. - LINK/Rural Outreach	5,000.00	5,000.00	0.00
Fund Bal. - Brnch Improvement	10,000.00	10,000.00	0.00
Fund Bal. - Staffing/Reorg.	37,000.00	37,000.00	0.00
Fund Bal. - Joint Automation	111,500.00	111,500.00	0.00
Fund Bal. - III Software Upgrd	5,520.81	4,416.65	1,104.16
Investment in Gen. Fixed Asset	33,948.63	33,948.63	0.00
Reserve for Endowments	59,539.11	59,539.11	0.00
Change in Fund Balance	<u>170,362.54</u>	<u>403,564.09</u>	<u>(233,201.55)</u>
Total Fund Balances	<u>1,593,140.44</u>	<u>1,824,987.83</u>	<u>(231,847.39)</u>
Total Liabilities & Fund Balanc \$	<u>2,105,038.10</u>	<u>2,347,239.26</u>	<u>(242,201.16)</u>

## LAKE AGASSIZ REGIONAL LIBRARY

2016

## PRELIMINARY BUDGET

DRAFT #3

CATEGORY	2014 BUDGET	2015 BUDGET	2016 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,108,102	2,114,410	2,197,600	83,190	3.93%
Library Materials	367,063	373,300	380,800	7,500	2.01%
Automation/Cataloging	199,073	219,006	185,257	(33,749)	-15.41%
Library Programming/Staff Dev.	33,400	33,400	33,400	0	0.00%
Mileage/Board Mtg Expense	29,500	29,250	29,250	0	0.00%
Regional Library Telecom Aid	120,000	103,000	111,500	8,500	8.25%
Other Operating Expenses	234,121	235,355	233,585	(1,770)	-0.75%
Vehicle Expenses	5,850	5,650	5,650	0	0.00%
Capital Expenses	66,750	66,750	65,500	(1,250)	-1.87%
Total Budget	3,163,859	3,180,121	3,242,542	62,421	1.96%

(OVER)

## LAKE AGASSIZ REGIONAL LIBRARY

2016

## PRELIMINARY BUDGET

DRAFT #3

REVENUE	2014 Budget	2015 Budget	\$\$ Increase	2016 Request
Becker County	344,285	351,250	7,105	358,355
Detroit Lakes	210,915	214,200	3,360	217,560
Clay County	262,610	269,070	6,690	275,760
Moorhead	675,730	708,080	12,650	720,730
Clearwater County	91,245	93,460	2,265	95,725
Mahnomen County	38,535	39,455	940	40,395
Mahnomen	18,235	18,680	460	19,140
Norman County	87,594	90,025	2,520	92,545
Polk County	239,815	246,045	6,450	252,495
Crookston	209,905	212,705	2,870	215,575
Wilkin County	49,795	50,715	1,005	51,720
Breckenridge	84,004	85,260	1,285	86,545
<b>SUB-TOTAL</b>	<b>2,312,668</b>	<b>2,378,945</b>	<b>47,600</b>	<b>2,426,545</b>
<b>GRANTS</b>				
State Basic Support	519,209	491,380	(11,380)	480,000
Regional Library Telecom Aid	120,000	103,000	8,500	111,500
<b>TOTAL GRANTS</b>	<b>639,209</b>	<b>594,380</b>	<b>(2,880)</b>	<b>591,500</b>
<b>OTHER REVENUE</b>				
Miscellaneous	77,200	77,200	10,000	87,200
Reimbursement from NWRL	58,929	61,200	(4,850)	56,350
Fund Balance/Shortfall	75,853	68,396	12,551	80,947
<b>TOTAL OTHER REVENUE</b>	<b>211,982</b>	<b>206,796</b>	<b>17,701</b>	<b>224,497</b>
<b>TOTAL REVENUE</b>	<b>3,163,859</b>	<b>3,180,121</b>	<b>62,421</b>	<b>3,242,542</b>
<b>EXPENDITURES</b>				
Operating	3,097,109	3,113,371	63,671	3,177,042
Capital	66,750	66,750	(1,250)	65,500
<b>TOTAL EXPENDITURES</b>	<b>3,163,859</b>	<b>3,180,121</b>	<b>62,421</b>	<b>3,242,542</b>
				<b>0</b>



## Monthly Report to the Board

13

Meeting Date: June 18, 2015

From: Liz Lynch, Regional Library Director

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### Meetings & Events attended by the Director

L3 Bremer Institute Training in Bismarck, May 14-16; Lead the Change in Minneapolis, May 19; LARL Executive/Finance Committee and Full Board Meeting, May 21; Hub Supervisor Meeting, May 27; Legislative Wrap Up, May 27; Legacy Budget Meeting, May 27; CRPLSA Meeting, May 28; Meeting with NWRL Director, June 4; MnLINK Gateway Operations Committee Meeting, June 11; L3 Bremer Meeting, June 12.

### Staff Development

**Deb Wahl, Detroit Lakes Public Services Supervisor**, attended the Rural Arts and Cultural Summit in Morris, MN, June 2-4. Assistance for expenses was provided by NLLN.

**Nicole Murphy, Interlibrary Loan Assistant**, attended the Annual Minitex Conference in St. Paul on May 12.

**Jamie Sprynczynatyk, Finance and HR Director**, attended the ND Society of CPAs 2015 Management Conference in Fargo on May 18 & 19.

### Staff/Staffing

Congratulations to **Cori Edgerton, Moorhead Library Associate**, who will be leaving LARL to pursue a position at the Livingston Lord Library on the campus of MSUM. We wish Cori the best of luck with her new library position.

Welcome to Laura Pierson, Substitute at the Fertile Public Library.

### Gifts, Grants, & Donations

5/14/2015	Friends of the Moorhead Library donation to the LARL collection budget.	\$500.00
5/15/2015	Ucare donation to Ada.	\$60.00
5/22/2015	Colleen MacRae donation to Crookston for adult programming.	\$20.00
6/1/2015	Breckenridge Woman Study Club donation to the Breckenridge Public Library.	\$50.00

### Grants

Congratulations to Megan Krueger, Moorhead Hub Supervisor. Megan has received a \$20,000+ grant from the Otto Bremer Foundation to improve the community meeting rooms in the lower level of the Moorhead Public Library.

The FM Area Foundation has awarded Lake Agassiz Regional Library \$4,000 for computer replacements for the Moorhead Public Library.

(over)

**Council of Regional Public Library System Administrators (CRPLSA) Update**

Plum Creek Library System has hired a new Executive Director, Jim Trojanowski. Jim is currently the Director of the Northern Waters Library Service in Ashland, Wisconsin.

**Legislative Update**

We are sorry to report that the RLBSS Formula Change did not pass this legislative session. However, more legislators and library advocates are aware of the issue, which will help with future initiatives. The Legacy funding for Regional Library Systems will be determined during the Special Session.

**LARL Board Meeting Schedule****July:**

No Meeting

**August:**

Executive Committee Meeting at the Moorhead Public Library on August 20 at 5:30 p.m.

**September:**

Full Board Meeting at the Moorhead Public Library on September 17 at 5:30 p.m.



# Strategic Directions

## Lake Agassiz Regional Library



### LARL Mission

The Mission of LARL is to enrich lives and strengthen communities.

### LARL Values

- We value Intellectual Freedom and equal access to information.
- We value respect and tolerance.
- We value a fun and welcoming atmosphere.
- We value excellent customer service.
- We value community driven services.

### Focus 1: Collection

We serve as the community's first and best resource for information and enrichment.

#### Goal 1: Build and maintain a community driven collection

##### Increase collection budget annually

- Align Legacy programming with the interests of the communities (IN PROGRESS)
- Seek grants and donations for building the collection (IN PROGRESS)
- Implement plan for selling weeded items, with revenue returning to the collection (IN PROGRESS)

##### Create a collection maintenance plan

- Collection Development Librarian will seek input from key frontline staff (IN PROGRESS)
- Align collection content with local interests of the communities (IN PROGRESS)
- Ensure the layout of materials within locations maximize circulation (IN PROGRESS)
- Align classification with the demand of the customers (IN PROGRESS)

#### Goal 2: Promote Collection

##### Expand Reader's Advisory

- Offer Reader's Advisory Training to all frontline employees (FALL 2015)
- Create Featured Item List (DONE)
- Implement *Next Five Books* for all ages (IN PROGRESS)

##### Educate Customers

- Promote book club materials (WINTER 2016)
- Craft and utilize social media (FALL 2016)
- Utilize larl.org (IN PROGRESS)
- Obtain and utilize LARL branded tools for promotion (SUMMER 2015)
- Implement and promote *Database of the Month* (IN PROGRESS)
- Reach out to program attendees (IN PROGRESS)
- Promote Lake Agassiz Digital Library and eReading Room (ONGOING)
- Reach out to communities without service locations (IN PROGRESS)

##### Provide easily accessible resources

- Ensure location layout supports self direction (ONGOING)
- Ensure signage supports self direction (ONGOING)

- Add Digital Library collection to catalog (FALL 2015)
- Strategically place links to digital collection on larl.org and web catalog (DONE)
- Explore remote options for automation use (WINTER 2016)

## **Focus 2: Lifelong Learning (Education)**

We offer convenient and engaging opportunities to inspire curiosity and support individual growth for all ages.

### **Goal 1: Offer Relevant Programming**

#### **Evaluate Legacy Programming**

- Create Legacy Committee to discuss Legacy process (DONE)
- Create process for submitting Legacy proposals (DONE)
- Create Legacy Menu for LARL locations series (DONE)
- Create Legacy Advertising to appeal to communities and key stakeholders (ONGOING)
- Align Legacy programming with community wants and needs (IN PROGRESS)

#### **Evaluate Programs and Services**

- Use Program and Services Goals document to evaluate all programs offered at each location (FALL 2015)
- Use Program and Services Goals document to evaluate services offered at each location (FALL 2015)

### **Goal 2: Demonstrate a Commitment to Staff Training**

#### **Promote Staff Training**

- Build and maintain a well informed staff (IN PROGRESS)
- Evaluate staff meeting schedules (IN PROGRESS)
- Develop consistent training modules (FALL 2015)
- Create a training agenda for new staff (FALL 2015)
- Create a training agenda for ongoing training (FALL 2015)
- Create online platform for storing/presenting training materials (SUMMER 2015)
- Encourage participation in online, local, and statewide training opportunities (ONGOING)

## **Focus 3: Communication**

We offer progressive and responsive service to customers through a consolidated library model.

### **Goal 1: Improve and update Internal Communication**

#### **Develop Regular Meeting Schedules for All Employees**

- Create meeting schedule for Hubs (DONE)
- Create meeting schedule for Supervisors (DONE)
- Create Super Hub Meeting Schedule (DONE)
- Create meeting schedule for Assistants and Associates (SUMMER 2015)
- Create meeting schedule for LINK Site Coordinators and Substitutes (SUMMER 2015)

#### **Develop Alternate Staff Communication Tools**

- Distribute Staff Connections (ONGOING)
- Research alternate online communication tools (FALL 2015)
- Research alternate online meeting tools (FALL 2015)

### **Goal 2: Improve and Update External Communication**

#### **Evaluate/Improve Current Branding Strategy**

- Define the way LARL branches are currently being described in communications (DONE)



- Develop and propose a marketing strategy that will help branches be better identified by their communities (IN PROGRESS)
- Evaluate and define key stakeholders and audiences (IN PROGRESS)
- Develop email marketing lists specific to each branch to ensure messaging is reaching the correct audience (FALL 2015)

#### **Develop Brand Guidelines**

- Evaluate current brand standards (IN PROGRESS)
- Determine whether the organization needs updated visuals (IN PROGRESS)
- Gradually freshen the overall look of the organization (IN PROGRESS)
- Create comprehensive brand standards document (WINTER 2015)

#### **Create Social Media Plan**

- Building off of the updated branding strategy, create individual social media pages for each branch (FALL 2015)
- Cultivate a dedicated social media team, consisting of LARL employees, to contribute information about their branches (IN PROGRESS)
- Launch key branch blogs – Moorhead, Detroit Lakes and Crookston (IN PROGRESS)
  - Offer other branches the opportunity to also have a blog (FALL 2015)

#### **Create Media Profiles**

- Work with media in each community to develop relationships between library representatives from each branch and members of the local media (SUMMER 2015)
- Approach/build on current relationships to have regular columns from key branches in community publications (IN PROGRESS)

### **Focus 4: Advocacy**

We strive to build and strengthen community relationships.

#### **Goals 1: Increase Visibility**

##### **Increase Visibility**

- Create and enhance alliances (ONGOING)
- Continue to share stories with the media, to further recognition of the library and the services it provides (ONGOING)

##### **Equip and Educate Library Advocates**

- Create plan to inform staff of local government (FALL 2015)
- Create plan to inform staff of the legislative process involving libraries (FALL 2015)
- Create plan to inform stakeholders of library issues (FALL 2015)

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From May 1, 2015 to May 31, 2015**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	5/1/15	Lakes Country Service Cooperat	14,053.00	
		5/1/15		1,359.00	
		5/1/15		1,812.00	
5120-000	Health Insurance			17,224.00	
6000-000	Supplies - Office	5/1/15	Office Max	636.06	
		5/1/15		7.46	
		5/4/15		94.91	
6000-000	Supplies - Office	5/7/15	Lakes Country Service Cooperat	886.50	
6000-000	Supplies - Office	5/16/15	Office Depot	51.75	
		5/18/15		22.13	
6000-000	Supplies - Office			1,698.81	
6010-000	Supplies - Technical Services	5/12/15	DEMCO	1,798.52	
6010-000	Supplies - Technical Services			1,798.52	
6020-000	Supplies - Public Services	5/12/15	Cardmember Service	836.56	
6020-000	Supplies - Public Services	5/22/15	DEMCO	350.33	
6020-000	Supplies - Public Services	5/25/15	GECRB/Amazon	34.99	
6020-000	Supplies - Public Services			1,221.88	
6030-000	Supplies - Copier/Fax/Microfilm	5/25/15	GECRB/Amazon	152.40	
6030-000	Supplies - Copier/Fax/Microfilm			152.40	
6210-000	Equip Rep/Mtc - PCs/Printers	5/27/15	FedEx	29.20	
6210-000	Equip Rep/Mtc - PCs/Printers			29.20	
6240-000	Maint Contr - Copiers	5/5/15	Metro Sales, Inc	1,400.18	
6240-000	Maint Contr - Copiers			1,400.18	
6300-000	Payroll Processing	5/11/15	Payroll Professionals, Inc.	121.80	
		5/26/15		116.20	
6300-000	Payroll Processing			238.00	
6330-000	Bank Fees	5/12/15	Cardmember Service	14.20	
6330-000	Bank Fees			14.20	
6350-000	Delivery Service - Courier	5/1/15	Northern Network Express	1,280.80	
		5/8/15		1,280.80	
		5/18/15		1,280.80	
		5/25/15		1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6355-000	Deliv Serv - TriCollege/Minitx	5/13/15	Minitex	1,440.00	
6355-000	Deliv Serv - TriCollege/Minitx			1,440.00	
6362-000	Lease - Copiers	5/3/15	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6370-000	Insurance - General Liability	5/5/15	USI Insurance Services LLC	147.00	

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From May 1, 2015 to May 31, 2015**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6370-000	Insurance - General Liability			147.00	
6380-000	Recruitment	5/28/15	Fertile Journal	18.00	
6380-000	Recruitment			18.00	
6400-000	Telephone	5/1/15	Arvig	222.18	
6400-000	Telephone	5/1/15	Halstad Telephone Company	75.88	
		5/1/15		28.58	
6400-000	Telephone	5/1/15	Rothsay Telephone Co	80.97	
6400-000	Telephone	5/1/15	CenturyLink	48.00	
6400-000	Telephone	5/8/15	Arvig	38.85	
		5/8/15		91.51	
		5/8/15		90.24	
		5/8/15		99.84	
		5/8/15		97.87	
6400-000	Telephone	5/8/15	Dex Media East, Inc.	21.50	
6400-000	Telephone	5/10/15	Garden Valley Telephone Comp	11.52	
		5/10/15		11.52	
		5/10/15		12.82	
		5/10/15		77.73	
6400-000	Telephone	5/13/15	CenturyLink	43.91	
6400-000	Telephone	5/25/15	Garden Valley Telephone Comp	6.74	
6400-000	Telephone	5/26/15	Rochester Telecom Systems Inc.	309.49	
6400-000	Telephone			1,369.15	
6405-000	Cell Phone	5/12/15	Cardmember Service	6.64	
6405-000	Cell Phone			6.64	
6430-000	Postage	5/13/15	Total Funds By Hasler	7.15	
6430-000	Postage			7.15	
6440-000	Mailing - Click2Mail	5/1/15	Click2Mail	200.88	
6440-000	Mailing - Click2Mail			200.88	
6445-000	Materials Recovery/Collection	5/1/15	Unique Management Services, I	205.85	
6445-000	Materials Recovery/Collection			205.85	
6450-000	Mileage - Trustee	5/21/15	Marlys Douglas	51.75	
6450-000	Mileage - Trustee	5/21/15	Evelyn Fox	51.18	
6450-000	Mileage - Trustee	5/21/15	Ben Grimsley	51.75	
6450-000	Mileage - Trustee	5/21/15	Clayton Briggs	80.50	
6450-000	Mileage - Trustee	5/21/15	Paul M. Bursik	56.58	
6450-000	Mileage - Trustee	5/21/15	Robert Perry	54.05	
6450-000	Mileage - Trustee	5/21/15	Craig Bunes	80.50	
6450-000	Mileage - Trustee	5/21/15	Arlen Syverson	131.10	

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From May 1, 2015 to May 31, 2015**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee			557.41	
6455-000	Mileage - Staff	5/1/15	Jill Rose	25.30	
		5/2/15		25.30	
6455-000	Mileage - Staff	5/4/15	Liz Lynch	79.35	
6455-000	Mileage - Staff	5/5/15	Kelsey Wulf	54.63	
6455-000	Mileage - Staff	5/7/15	Joyce White	21.97	
6455-000	Mileage - Staff	5/7/15	Megan Krueger	32.78	
6455-000	Mileage - Staff	5/7/15	Madonna Liden	46.00	
6455-000	Mileage - Staff	5/8/15	Liz Lynch	77.05	
6455-000	Mileage - Staff	5/9/15	Marilyn Eaves	33.35	
6455-000	Mileage - Staff	5/12/15	Lois Schaedler	12.65	
6455-000	Mileage - Staff	5/13/15	Jodi Harrington	32.78	
6455-000	Mileage - Staff	5/13/15	Christy Underlee	32.78	
6455-000	Mileage - Staff	5/13/15	Heidi Klemek	58.08	
6455-000	Mileage - Staff	5/14/15	Rebecca Bentley	36.80	
6455-000	Mileage - Staff	5/18/15	Marilyn Eaves	33.35	
6455-000	Mileage - Staff	5/20/15	Christy Underlee	18.98	
6455-000	Mileage - Staff	5/21/15	Tamera Thomasson-Ehrhart	18.40	
6455-000	Mileage - Staff	5/21/15	Julie Malmanger	6.33	
6455-000	Mileage - Staff	5/22/15	Megan Krueger	48.30	
6455-000	Mileage - Staff	5/26/15	Amy Nelson	31.63	
6455-000	Mileage - Staff	5/26/15	Megan Krueger	80.50	
6455-000	Mileage - Staff	5/27/15	Jean Varholdt	29.90	
6455-000	Mileage - Staff	5/27/15	Marilyn Eaves	29.90	
6455-000	Mileage - Staff	5/27/15	Constance Mital-Herold	24.73	
6455-000	Mileage - Staff	5/27/15	Kirsten Bates	44.28	
6455-000	Mileage - Staff	5/28/15	Amy Nelson	33.35	
6455-000	Mileage - Staff	5/29/15	Joyce White	55.32	
6455-000	Mileage - Staff			1,023.79	
6465-000	Memberships - LARL Directors	5/12/15	Cardmember Service	85.00	
6465-000	Memberships - LARL Directors			85.00	
6470-000	Board Expenses	5/12/15	Cardmember Service	95.74	
6470-000	Board Expenses	5/21/15	PJ Operations	59.75	
6470-000	Board Expenses	5/26/15	Purchase Advantage Card	35.84	
6470-000	Board Expenses			191.33	

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From May 1, 2015 to May 31, 2015**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6482-000	Conf/Meeting - Miscellaneous	5/1/15	Jenna Kahly	56.80	
6482-000	Conf/Meeting - Miscellaneous	5/12/15	Cardmember Service	170.78	
6482-000	Conf/Meeting - Miscellaneous	5/12/15	Nicole Murphy	169.92	
6482-000	Conf/Meeting - Miscellaneous	5/18/15	Liz Lynch	256.45	
6482-000	Conf/Meeting - Miscellaneous			653.95	
6490-000	Programming - Youth	5/11/15	Jenna Kahly	8.82	
6490-000	Programming - Youth			8.82	
6492-000	Programming - Summer Readi	5/30/15	The Hawley Herald, Inc.	365.00	
6492-000	Programming - Summer Readi			365.00	
6500-000	Van - Gasoline	5/6/15	Cenex Fleetcard	79.14	
6500-000	Van - Gasoline			79.14	
6505-000	Van - Repairs & Maintenance	5/7/15	Duggan's Auto Service Center	259.02	
6505-000	Van - Repairs & Maintenance			259.02	
6602-000	Materials - Juvenile Fiction	5/1/15	Baker & Taylor	63.24	
		5/5/15		237.77	
		5/5/15		69.57	
		5/6/15		172.60	
		5/6/15		258.10	
		5/6/15		124.84	
		5/6/15		66.66	
		5/7/15		9.96	
		5/11/15		19.48	
		5/11/15		124.14	
		5/11/15		64.54	
		5/12/15		21.42	
		5/12/15		34.78	
6602-000	Materials - Juvenile Fiction	5/13/15	Capstone Press, Inc.	33.98	
6602-000	Materials - Juvenile Fiction	5/13/15	Baker & Taylor	74.94	
		5/13/15		10.96	
		5/13/15		38.20	
		5/13/15		34.70	
		5/13/15		198.18	
		5/14/15		18.10	
		5/15/15		126.36	
		5/15/15		142.76	
		5/15/15		158.33	
		5/18/15		57.22	
		5/19/15		48.52	
		5/20/15		21.04	
		5/20/15		29.44	
		5/20/15		101.50	
		5/20/15		74.97	
		5/20/15		179.40	
		5/21/15		22.12	
		5/22/15		81.44	
		5/22/15		40.24	
		5/26/15		61.54	
		5/26/15		28.89	
		5/26/15		35.96	
		5/28/15		129.70	
		5/28/15		22.72	
		5/28/15		65.76	

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From May 1, 2015 to May 31, 2015**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6602-000	Materials - Juvenile Fiction			3,104.07	
6604-000	Materials - Juvenile Non-Fict	5/1/15	The Child's World	119.70	
6604-000	Materials - Juvenile Non-Fict	5/6/15	Baker & Taylor	57.42	
		5/6/15		51.34	
		5/18/15		60.77	
		5/20/15		33.92	
		5/20/15		30.22	
		5/26/15		32.10	
6604-000	Materials - Juvenile Non-Fict			385.47	
6605-000	Materials - Juvenile DVD	5/14/15	Baker & Taylor	99.90	
		5/14/15		143.96	
		5/15/15		23.82	
		5/21/15		52.08	
6605-000	Materials - Juvenile DVD	5/25/15	GECRB/Amazon	389.47	
6605-000	Materials - Juvenile DVD			709.23	
6606-000	Materials - Juvenile Talk Book	5/8/15	Penguin Random House, LLC.	52.50	
6606-000	Materials - Juvenile Talk Book			52.50	
6610-000	Materials - Adult Fiction	5/1/15	Baker & Taylor	346.77	
		5/1/15		48.75	
		5/4/15		247.55	
		5/4/15		60.56	
		5/5/15		39.56	
		5/6/15		434.27	
		5/6/15		88.22	
		5/6/15		306.49	
		5/11/15		113.14	
		5/11/15		532.83	
		5/13/15		69.44	
		5/13/15		54.56	
		5/14/15		48.75	
		5/14/15		198.81	
		5/18/15		50.34	
		5/18/15		310.70	
		5/20/15		254.02	
		5/20/15		48.66	
		5/21/15		31.82	
		5/21/15		74.60	
		5/21/15		47.01	
6610-000	Materials - Adult Fiction	5/25/15	GECRB/Amazon	36.24	
6610-000	Materials - Adult Fiction	5/26/15	Baker & Taylor	721.80	
		5/26/15		118.19	
		5/28/15		32.44	
		5/29/15		291.80	
		5/29/15		141.21	
6610-000	Materials - Adult Fiction			4,748.53	
6612-000	Materials - Adult Non-Fiction	5/4/15	Baker & Taylor	632.41	
		5/5/15		528.72	
		5/7/15		368.47	
		5/12/15		494.97	
		5/13/15		181.61	
		5/18/15		471.97	
		5/20/15		122.38	
6612-000	Materials - Adult Non-Fiction	5/25/15	GECRB/Amazon	27.18	

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From May 1, 2015 to May 31, 2015**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6612-000	Materials - Adult Non-Fiction	5/26/15	Baker & Taylor	573.97	
6612-000	Materials - Adult Non-Fiction			3,401.68	
6616-000	Materials - Adult DVD	5/6/15	Baker & Taylor	140.28	
		5/11/15		45.32	
		5/14/15		15.52	
		5/14/15		91.13	
		5/14/15		142.47	
		5/15/15		17.84	
		5/15/15		91.88	
		5/18/15		90.64	
		5/21/15		18.81	
		5/21/15		140.48	
6616-000	Materials - Adult DVD	5/25/15	GECRB/Amazon	1,876.58	
		5/25/15		116.66	
6616-000	Materials - Adult DVD	5/27/15	Baker & Taylor	35.30	
		5/27/15		76.88	
6616-000	Materials - Adult DVD			2,899.79	
6618-000	Materials - Adult Talking Book	5/8/15	Penguin Random House, LLC.	48.00	
		5/15/15		48.00	
6618-000	Materials - Adult Talking Book	5/20/15	Recorded Books, LLC.	54.98	
6618-000	Materials - Adult Talking Book			150.98	
6630-000	Materials - Express Collection	5/1/15	Baker & Taylor	48.75	
		5/4/15		60.56	
		5/14/15		48.75	
		5/18/15		50.34	
		5/20/15		48.66	
		5/21/15		47.01	
		5/26/15		118.19	
		5/29/15		141.21	
6630-000	Materials - Express Collection			563.47	
6640-000	Materials - Music	5/25/15	GECRB/Amazon	130.32	
6640-000	Materials - Music			130.32	
6670-000	Materials - Digital - e-Books	5/8/15	Overdrive, Inc.	28.97	
		5/8/15		381.02	
		5/8/15		24.99	
		5/12/15		100.99	
		5/19/15		144.99	
		5/20/15		69.99	
		5/20/15		33.59	
		5/20/15		1,180.99	
		5/26/15		222.94	
		5/26/15		793.71	
6670-000	Materials - Digital - e-Books			2,982.18	
6675-000	Materials - Digital - e-Audio	5/8/15	Overdrive, Inc.	99.99	
		5/8/15		119.98	
		5/12/15		145.49	
		5/26/15		190.00	
		5/29/15		138.00	
6675-000	Materials - Digital - e-Audio			693.46	
6690-000	Materials - Periodicals	5/1/15	Pelican Rapids Press	44.00	

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From May 1, 2015 to May 31, 2015**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6690-000	Materials - Periodicals	5/1/15	Fertile Journal	35.00	
6690-000	Materials - Periodicals	5/2/15	The Forum	157.35	
6690-000	Materials - Periodicals	5/5/15	Detroit Lakes Newspapers	62.00	
6690-000	Materials - Periodicals	5/8/15	Daily News / News Monitor	119.70	
6690-000	Materials - Periodicals	5/8/15	Pioneer Press	587.60	
6690-000	Materials - Periodicals	5/11/15	Fergus Falls Daily Journal	168.00	
6690-000	Materials - Periodicals	5/21/15	Grand Forks Herald	227.00	
6690-000	Materials - Periodicals	5/27/15	Norman County Index	33.00	
6690-000	Materials - Periodicals			1,433.65	
6800-000	Miscellaneous Expense	5/1/15	MinnKota EnviroServices, Inc.	184.04	
6800-000	Miscellaneous Expense			184.04	
7200-000	Legacy - Expense (1099)	5/3/15	Crookston Daily Times	292.62	
7200-000	Legacy - Expense (1099)	5/4/15	Duane Shoup	900.00	
7200-000	Legacy - Expense (1099)			1,192.62	
7400-000	LSTA Grant Expenses	5/5/15	DEMCO	373.69	
7400-000	LSTA Grant Expenses			373.69	
8000-011	Donation - Misc Exp - LM	5/8/15	Deb Kvittum	18.15	
8000-011	Donation - Misc Exp - LM			18.15	
8000-055	Donation - Misc Exp - LI	5/22/15	Julie Malmanger	102.51	
8000-055	Donation - Misc Exp - LI			102.51	
8100-011	Donation - Materials - LM	5/5/15 5/13/15	Baker & Taylor	40.14 34.42	
8100-011	Donation - Materials - LM			74.56	
8200-011	Donation - Furn & Equip - LM	5/11/15	ByteSpeed, LLC	699.00	
8200-011	Donation - Furn & Equip - LM	5/12/15	Cardmember Service	248.00	
8200-011	Donation - Furn & Equip - LM			947.00	
8600-000	Software & Hardware Upgrade	5/4/15	Librarica LLC	4,455.00	
8600-000	Software & Hardware Upgrade	5/12/15	Cardmember Service	1,309.00	
8600-000	Software & Hardware Upgrade			5,764.00	
9085-000	Desig Funds - Joint Automatio	5/5/15	Equinox	2,900.00	
9085-000	Desig Funds - Joint Automatio			2,900.00	
9630-200	Cell Phone - Joint Automation	5/12/15	Cardmember Service	26.56	
9630-200	Cell Phone - Joint Automation			26.56	
9650-200	Computer Supplies - Joint Aut	5/25/15	GECRB/Amazon	55.98	



**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From May 1, 2015 to May 31, 2015**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
9650-200	Computer Supplies - Joint Aut			55.98	
9700-200	Miscellaneous Expense - JA	5/12/15	Cardmember Service	12.70	
9700-200	Miscellaneous Expense - JA			12.70	
9720-200	Training - Joint Automaiton	5/20/15	Josh Stompro	1,186.51	
9720-200	Training - Joint Automaiton			1,186.51	